



A+ SCHOOLS PROGRAM

State Programs

Department of Elementary & Secondary Education

Guide to Documentation for A+ Schools

Schools are expected to maintain appropriate documentation relating the requirements of A+. That documentation must be kept current and will be reviewed as part of the Missouri School Improvement Program starting with fiscal year 2007.

Requirement I

District-wide, measurable performance standards for the three (3) goals of the A+ program are in place.	
_____	The district/school has documentation to verify that program/goal performance standards have been established by the district to ensure that all students can graduate from school through a completed selection of challenging course work and that students proceed from high school to a college, vocational-technical school or into a high-wage job. Evidence includes agendas and minutes from advisory committee meetings as well as a summary of local district goals with levels of attainment.
_____	District standards have been approved by the local board of education. Evidence is a copy of Board of Education Minutes.

Requirement II

The district has measurable learner objectives that students must demonstrate to complete courses offered by the school. The objectives are aligned to the Show-Me Standards. Activities and assessments are in place to measure student mastery of a majority of the objectives. The district has established specific requirements for high school graduation.	
_____	Documentation includes a student tracking and reporting system that demonstrates a record of student mastery. Other indicators could include grading systems, portfolios, and computer records or reports.
_____	Evidence shows that there are lists of learner objectives by course title, samples of activities, and assessments that determine mastery.

Requirement III

The school offers a career preparation system.

_____	Evidence includes copies of materials documenting that a comprehensive guidance program is in place and that a four-year high school planning process delineating a course of study for each student has been established within the school.
_____	There is documentation to indicate that parents are a part of the planning process.

Requirement IV

Rigorous coursework with standards of competency in basic academic subjects for students pursuing post secondary education or employment is in place.

_____	Documentation includes enrollment evidence that shows 50% of the juniors and seniors enrolled in advanced courses or vocational courses. In addition, there are core data records verifying course work and a list of courses added or dropped from the previous school year.
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Requirement V

An A+ Schools Partnership Plan is in place, at-risk students are identified and drop-out students are reported to the State Literacy Hot Line.

_____	A list of names and membership affiliation is on file at the school along with dates and times of meetings.
_____	The Partnership Plan has been developed with the advice of community members and has been approved by the local Board of Education as shown in copies of the minutes.
_____	A summary of procedures to identify students at risk of failure is available along with dates of reports to the Literacy Hotline if applicable.

_____	Material is available for students interested in a GED program.
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Requirement VI

A data and accountability system has been developed and maintained for all high school students.

_____	Documentation includes samples of reports to students and parents concerning A+ eligibility, samples of reports submitted to DESE and postsecondary institutions, and evidence indicates there is verification of A+ eligibility upon graduation.
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Requirement VII

The school maintains required historical data for the past seven school years.

_____	There is a narrative describing the progress toward lowering the dropout rate. The narrative might include at-risk identification procedures, referral procedures, intervention strategies, and ongoing staff development activities.
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Requirement VIII

An ongoing evaluation system must be established that will determine the effectiveness of the activities utilized to implement the A+ Schools Program.

_____	A copy of the latest A+ program evaluation is on file in the school and there is a summary and date of the report to the local Board of Education is available.
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Requirement IX

The School must provide a narrative describing planned efforts to sustain the program.

_____	A wide variety of documentation such as copies of program evaluation, summaries of Board reports, a current program budget, and an explanation of how the evaluation results contribute to improvement are available on file.
_____	A copy of the current A+ budget and a projection for the coming year is present.

Requirement X

The school meets performance standards under the Missouri School Improvement Program.

_____	The last MSIP review shows that the district was accredited or provisionally accredited and the last APR confirms the district's performance is sufficient to maintain accreditation.
_____	Principles of A+ are reflected in the schools CSIP.

Requirement XI

The school maintains a record of spin-off benefits that occur as a result of the A+ program.

_____	Documentation in the form of newspaper reports, narratives showing spin-off activities or any materials showing success as a result of the program are on file in the school.
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